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ABSTRACT

Central Michigan University and Central Michigan University Faculty Association endorsed this statement on faculty reductions/reallocations, implementation and effects on individuals. The purpose of this statement is to provide guidance on the matter of retrenchments (reductions/reallocation). (MJM)

ED 087350

LETTER OF AGREEMENT

Faculty Reductions/Reallocations
Implementations and Effects on Individuals

Central Michigan University and Central Michigan University Faculty Association endorse the attached statement on "Faculty Reductions/Reallocations, Implementation and Effects on Individuals."

The purpose of this statement is to provide guidance on the matter of retrenchment (reductions/reallocations). The attached statement will be distributed by the University to all academic units as University policy.

This attached policy shall remain University policy at least until June 30, 1974. Failure to comply with the policy or other grievances under the policy shall be subject to the University Appeal Procedure ("Procedures for Handling Questions of Professional Concern Involving One or More Members of the Teaching Faculty") and the Association Review Procedure but not the Agreement Grievance Procedure.

FOR CENTRAL MICHIGAN UNIVERSITY

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FOR CENTRAL MICHIGAN UNIVERSITY FACULTY ASSOCIATION

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October 15, 1973

UNIVERSITY POLICY

FACULTY REDUCTIONS/REALLOCATIONS

IMPLEMENTATION AND EFFECTS ON INDIVIDUALS

A. IMPLEMENTATION OF FACULTY REDUCTIONS/REALLOCATIONS

Decisions concerning individual faculty reductions are based upon recommendations originating in instructional departments, which play the initial role in the determinations.

In recent years the recommendations and decisions have generally reflected increasing allocations. This steady growth tended to obscure the non-reappointments which have occurred regularly through the years. Expansion created a general mood where the normal expectation was of continuing appointment for the individual and continuing growth for the department. The present state of declining rate of growth or actual regression has dramatically changed this situation in ways which make non-renewals more frequent, more difficult for the institution, and more painful for the individuals effected. Decisions not to renew contracts are not new experiences, however, and the University has tested procedures for accomplishing them. The major difference is that the University now finds itself forced to allow the contract of a faculty member to end solely because of a loss of positions, without any adverse judgment of the persons involved. Two primary factors have always been involved in faculty personnel decisions: 1) The immediate and anticipated long term program needs of the University, and 2) The competence and promise of faculty members. In

a situation of retrenchment, the second factor is so netimes largely irrelevant, as extremely able faculty members are not being renewed.

No single set of directions or criteria guide or restrict the recommendations of departments, with the notable exception that tenure commitments will be honored according to established University policies. Each department, when faced with a retrenchment, will consider the full range of its options and, using the formal procedures of that department, will formulate a recommendation based on an assessment of the best interests of the students who are to be educated and the anticipated educational program of the University.*

Each department has developed procedures for faculty participation in personnel recommendations. These procedures, which should be distributed annually to faculty members, have been implemented.

When a recommendation for reduction must be developed by a department, the following options are available:

1. To leave unfilled a vacancy caused by retirement, resignation, or some other form of natural attrition.

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*By administrative directive, each department shall review its personnel processes and criteria in order to determine if these adequately deal with recommendations resulting from retrenchment. Using their departmental procedures, departments shall, according to a timetable furnished by the University, either:

a. develop additional processes and/or criteria to use in personnel recommendations resulting from retrenchment, or

b. state that the department feels that their present processes and/or criteria are adequate to use in personnel recommendations resulting from retrenchment.

This review process by department is to be completed by January 30, 1974.

2. Not to consider additional appointments for a faculty member then serving on a temporary appointment in a regular position.

3. To reconvert graduate assistantships earlier established by the conversion of faculty positions to graduate assistantships.

4. Non-reappointment of a non-tenured faculty member serving on a regular appointment.

{If the department's recommendation for reduction is this option, it shall be prepared to give its reasons to the individual and the Dean why options #1, #2, or #3 were not used if they were available. Upon written request by the individual to the Dean, the department shall put its reasons in writing. The document shall be sent to the Dean for review which may include confering with the department. The Dean shall then send the department reasons to the individual.

Any appeal in this regard must be based on an allegation that (1) a violation of procedural regulations may have occurred, or that (2) errors of fact, gross prejudice, o_ considerations violative of academic freedom may have significantly contributed to a decision effecting the grievant}

5. Dismissal of a tenured faculty member according to established University policies. {Where one or more of the above options would effect the required reduction, dismissal of a tenured faculty member as a way of accomplishing retrenchment could only be recommended in extraordinary circumstances. In all such cases, termination would only be for the reasons set forth in the University tenure policy (Board of Trustees statement of June, 1972, p. 9) using the due process procedures in that document which include a hearing by fellow faculty members.}

Additional options are currently being considered and may in the future be available to departments.

Recruitment and employment decisions must be consistent with the University Affirmative Action program.

B. EFFECTS OF REDUCTION/REALLOCATION ON INDIVIDUAL FACULTY MEMBERS

Non-reappointment of colleagues has usually been painful. Those that derive from retrenchment are particularly distressing because, in most cases, they effect competent colleagues who would, under other circumstances, have been recommended for tenure.

The University community should seek ways to minimize the distress for individuals whose appointments are not renewed because of retrenchment.

1. Appeal Processes: University grievance and appeal mechanism exists to insure faculty members a system of due process. They are guarded against the implementation of recommendations which are based on procedural error or errors of fact, gross prejudice, or considerations violative of academic freedom which may have significantly contributed to the decision.

2. Advance Notification: Faculty members are provided with advance notice of a decision so that they have time to seek other opportunities. During the first year of appointment, the period is not less than three months; in the second year, not less than six months; after the mid-point of the second year, a notice of one full year shall be provided. Strict adherence to these standards of notice of

non-reappointment shall be maintained by the University and results in a firm schedule for recommendations by departments.

3. Placement Assistance: An effort is made to assist individuals in securing other employment at this University and elsewhere. The University shall work with departments to increase our joint effectiveness in these areas. Specifically, our own vacancies will be advertised internally, so that faculty members facing termination may know of all opportunities which exist. Faculty can help by calling to the attention of their colleagues at other schools the availability of individuals whose appointments here cannot be renewed. The University will also provide faculty with letters attesting to the fact that the failure to renew a contract was the result of retrenchment.

The University shall arrange a relocation conference with faculty members who are not reappointed because of retrenchment. These conferences will be coordinated by a representative of the Provost's Office and will include other staff familiar with the employment opportunities within the University. All units of the University where the individual was previously employed will be informed of his availability. The purpose of these conferences is to assure a complete evaluation of intra-university employment possibilities.

4. Unemployment Compensation: Those who do not have a contract for the next academic year or accept other employment at the

University or elsewhere and are otherwise eligible may receive unemployment compensation. This program is funded directly by the University.

5. Special List: Any individual who has not been reappointed because of retrenchment shall upon his request be placed for two years on a special list for the purposes described below. This list shall be maintained by the Provost's Office and shall include basic resume data. The list shall be sent to each department and the Association (and updated regularly).

6. Interviews: Each department prior to filling a vacancy for which the department judges an individual on the list to be qualified shall offer a personal interview to the individual and give consideration to his candidacy prior to forwarding a recommendation for the position. (For rights of tenured faculty in such cases, see University Tenure Policies of June, 1972, p. 5)

7. Benefits upon Reemployment: Any individual who is reemployed on the regular faculty shall have any previous regular service apply as years of service for purposes of tenure, sabbatical leave consideration, and fringe benefits where applicable.

The effects of retrenchment on individual lives are significant and serious. All members of the University community should be concerned and make every attempt to deal imaginatively with this problem. The University administration shall continue to explore any reasonable means to minimize the personal and

professional distress and invites the participation of all concerned individuals or groups in the search for ways to serve this end.